

11. GENERAL PROVISION (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing, and reimbursement instructions.)

a. The receiving components will provide the supplying component projections of requested support (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of

81TRW/XPL, ATTN: Support Agreement Program Manager (SAPM) _____ prior to changing or cancelling support.

81TRW/XPL, ATTN: SAPM, for inclusion into the Support Agreement Costing Annex.

d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

YES

g. Purpose: This agreement establishes the responsibilities of the 81st Training Wing (AETC), Keesler AFB MS, hereinafter called the Supplier, and Defense Logistics Agency DCMC - Keesler MS, hereinafter called the Receiver in regard to the support and services provided by 81TRW support activities. Support services will be provided as requested on the appropriate funding document and accepted by the Supplier. Provision of nonreimbursable support shall be dependent upon availability of Military Support Funds.

ADDITIONAL GENERAL PROVISIONS ATTACHED:

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12. SPECIFIC PROVISIO (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

a. See Additional Specific Provisions Attached.

b. Distribution: HQ AETC/LGXP 555 E. Street East Randolph AFB, TX 78150-4440
Defense Logistics Agency - DCMC Birmingham, 1910 Third Ave. North, Suite 201
(Attn: Carolyn Coleman) Birmingham, AL 35203-3502
(205-716-7420 DSN 697)
Defense Logistics Agency - Keesler Office, Bldg 3101, Suite 201 Keesler AFB, MS 39534-2223
Internal: 81 CPTS/FMA Keesler AFB, MS 39534
81 TRW/MO Keesler AFB, MS 39534
Each Supplier's Functional Area Agreement Coordinator

c. Attachments:

1. Manpower Annex
2. Environmental (AF Form 81)

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

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General Provisions Continuation
Agreement No. FB3010-00258-056

h. Authority: This agreement is entered into pursuant to the following directives insofar as they are applicable. None of the terms or provisions of this agreement are intended to conflict with or supersede directives or instructions from higher headquarters.

- (1) DoDI 4000.19, Interservices and Intragovernmental Support
- (2) AFRD 25-2, Support Agreements
- (3) AFI 25-201, Support Agreements Procedures
- (4) AFRD 65-6, Budget
- (5) AFI 65-601, USAF Budget Policies and Procedures
- (6) AFR 50-18/AR 351-9/OPNAVINST 1500.27/MCO5180.7B, Interservice Training
- (7) DoD 7000-14R, DoD Financial Management Regulation, Vol. 11B
- (8) DoD 7220.9-M, Accounting Manual

i. Modification/Terminations: Supplier may not reduce or end the approved level of support in this support agreement without a least 180 calendar days advance written notification of intent, unless agreed upon by the Supplier and Receiver approving authorities. Receiver will provide the Supplier with at least 180 calendar days advance written notification when reduction or termination in support is expected. Otherwise, changes may apply to cover fixed costs associated with providing support.

j. Receiver Mission Statement: Perform responsive Contract Administration Services for DoD agencies; United States Government and international agencies.

k. Manning: Receiver will be responsible for providing updated strength information to Supplier Support Agreements Program Manager (SAPM) annually. Receiver authorized strength is as follows:

<u>#</u> <u>Enlisted</u>	<u>#</u> <u>Officers</u>	<u>Authorized</u> <u>Civilians</u>	<u>Total</u> <u>Authorized</u> <u>Strength</u>
0	0	1	1

l. Reimbursement/Funding/Billing: Reimbursement procedures will be IAW AFI 65-6 and AFI 65-601 or DoD 7220.9-M, and DOD 7000.14R, Volume 11B. Receiver will fund for the estimated reimbursable support depicted in the funding annex at the beginning of each fiscal year. Receiver will prepare and issue a DD Form 448, Military Interdepartmental Purchase Request (MIPR) or AF Form 616, Fund Cite Authorization, by category of expense via the Supplier's Functional Area Agreement Coordinator (FAAC) and their Group Resource Advisor. The Receiver's MIPR or AF Form 616 must be annotated with the *support agreement number, RC/CC, EEIC, and Sales Code*. Monthly Keesler AFB organizations providing reimbursable support will submit actual costs with supporting documentation for payment and reimbursement to 81 CPTS/FMA and FMFL. Request for reimbursements provided to 81 CPTS/FMA for billing will be forwarded to the Accounting Liaison Office to be forwarded to DFAS-LI/AOR,

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who in turn, will process SF 1080, (Voucher For Transfers Between Appropriations and/or Funds). DFAS-LI/AOR will forward the SF 1080 with supporting documentation to the Receiver for certification for receipt of services. Receiver will return the certified SF 1080 to DFAS-LI/AOR to authorize payment for services rendered.

m. Reviews: This support agreement will be reviewed at a minimum every three years to determine if the terms and conditions are appropriate and current with the assistance of the Group RA and FAAC. Reimbursement for services rendered will be monitored monthly by each Group RA and FAAC with oversight by 81 CPTS/FMA to ensure proper and timely billing. Cost will be reviewed annually by 81 CPTS/FMA to ensure continued accuracy of estimated reimbursement charges.

n. Support and Services:

(1) All support and services provided to the Receiver will be provided within the physical boundaries of Keesler AFB MS, unless specified otherwise in the specific provisions of this agreement. Services and materials shall be subject to all applicable directives, policies and procedures. Responsibility will remain with the Receiver for administrative and logistical services and support not specifically stated in this agreement. The Receiver is responsible for all costs to and from Keesler AFB MS to receive services.

(2) Supplier will provide a Support Agreements Program Manager (SAPM) for all support agreements and interface for contact with all base agencies for the Receiver. Receiver will provide Supplier SAPM with detailed support requirements (in writing) and use only Supplier SAPM for support matters, unless otherwise authorized by the Supplier SAPM.

o. Compliance: Receiver personnel will comply with Supplier directives and policies pertaining to base plans, base security, traffic laws, fire prevention, safety, utility conservation, water conservation, occupational health and environmental control. Receiver personnel will be required by military regulations and policies to observe the rule of dress, conduct, and appearance as required.

p. This agreement has been reviewed for legal sufficiency and liability assessment.

Attorney - Advisor

Agreements Reimbursements Repor

15 Aug 2001

Agreement Number

FB3010-00258-056

Supplier: 81st Training Wing / XPL

MAJCOM

AETC

Receiver Defense Contract Management Cent

MAJCOM

DLA

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
ADP			No		\$0.000
ADP SOFTWARE	No Reimbursement	\$0.000	No	0	\$0.000
COMM			No		\$0.000
COMMON INFRA			No		\$0.000
CUSTODIAL			No		\$0.000
ENTOMOLOGY			No		\$0.000
ENVIR CLEAN			No		\$0.000
ENVIR COMPLY			No		\$0.000
FACIL CONSTR			No		\$0.000
MAIL POSTAGE	AFI 65-105, Vol 1, Para 7.8.11 and SAF/AAIA Memo	\$0.000	No	0	\$0.000
REFUSE			No		\$0.000
UTILITIES			No		\$0.000
Grand Total:					\$0.000

ADP Automated Data Processing and Automation Services

Includes data processing services and systems analysis. Also, includes design, development, execution, and life cycle maintenance of data processing systems. (POC: 81 CS/SCP, 7-8870)

Supplier Will:

- 1 Provide Network/LAN support:
 - Provide maintenance, fault isolation, and quality control on basic, unconditioned data communications circuitry on base for terminal network host connectivity.
 - Provide fault isolation and repair on the physical layer of standard supplier Local Area Networks. Physical layer is defined as hardware only (routers, repeaters, cable, fittings, and other standard-use hardware, excluding computers and terminals). Software is not covered or implied.
 - provide a network plan including drawings of the network layout, IP addresses for local equipment, and circuit priority.
 - provide notification for all changes or additions of equipment, configuration or physical layout affecting the receiver network.
- 2 Include receiver small computer maintenance requirements (including repair of facsimile machines and other non-ADP equipment) in the base-wide contract, which provides maintenance support for like equipment for host base organizations.
- 3 Upon request, Base EMSEC (Emissions Security) manager will inspect all new or modified secure communication to ensure compliance with emanation security requirements.
- 4 Provide narrative and data transmission utilizing AUTODIN/DMS circuit within the base communications Center.
- 5 Provide standard base-level technical support for Air Force Standard operational systems, and DSN connectivity.
- 6 Provide non-basic service such as design, engineering, consultation, installation assistance, and internal troubleshooting on a reimbursable basis.

Receiver Will:

- 1 Make requirements known, request services, and comply with all host base policies and procedures.
- 2 Ensure the AFNCC Help Desk is notified of problems prior to contacting Host Base maintenance.
- 3 Fund for contract maintenance of receiver computers.
- 4 Provide a current listing of all ADPE to be maintained on the host base maintenance contracts (manufacture, serial number, type, model, cost, date received).
- 5 Provide Computer Security (COMPUSEC).
- 6 Provide Security Awareness Training and Education program (SATE) to receiver personnel.
- 7 Delegate a point of contact to serve as computer System Security Officer (CSSO).

ADP SOFTWARE Software License Management

Includes data processing software license management. (81 CS/SCP, 7-8870)

Supplier Will:

- 1 Provide information in meetings, base media, and electronic correspondence to educate, inform, and instruct the base POCs on software licensing issues.
- 2 Maintain accurate records of all software and verify that software and licenses are stored in a secure area.
- 3 Provide training and guidance to the unit POCs on the basics of software licensing and copyright laws.
- 4 Manage and administer the Base Software License Program.

Receiver Will:

- 1 Perform an annual inventory of all software, licenses, and corresponding documentation of unit software. Provide, if requested, a copy of this inventory to the Base Software License Manager.
- 2 Comply with applicable provisions of AFI 33-114 and AETCI Supplement 1 to AFI 33-114.
- 3 Ensure all software acquisitions are coordinated through respective software license managers.
- 4 Provide an appointment letter to the Base Software License Manager stating the primary and alternate POC to administer the software license program for the unit.
- 5 Participate in the Base Software License Program.

COMM Communication Services

Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines, and special communications-electronics equipment services. (POC: 81 CS/SCP, 7-8870)

Supplier Will:

- 1 Provide copies of current telephone directories; include Receiver telephone numbers base on organizational listings.
- 2 Provide communications services to include local, DSN, toll calls, and alterations or extension of existing service. All equipment, service charges, and toll calls are reimbursable as outlined in AFI 33-111 para 3.5. Also, the leasing of equipment and lines, purchase of authorized communications equipment, and administrative costs related directly thereto are reimbursable.

Receiver Will:

- 1 Provide listing(s) of personnel/telephone numbers for inclusion in base telephone directory.
- 2 Request only the minimum service required for mission accomplishment. Submit written request for services as needed and coordinate requirements with Supplier.

COMMON INFRA Common Use Facility Construction, Operations, Maintenance, and Repair

Includes construction, alteration, operation, maintenance, and repair of common use infrastructure (e.g., roads, grounds, surfaced areas, structures, real property and installed equipment). Also includes common benefit signs, energy consumption, snow removal, street cleaning, and installation beautification projects. (POC: 81 CES/CERR, 7-3706)

Supplier Will:**Receiver Will:**

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| <ol style="list-style-type: none">1 Provide response to emergency requirements on a 24-hour basis.2 Provide all normal services related to common use infrastructure (roads, grounds, surfaced areas, structures, real property installed equipment) in accordance with Air Force directives. Also includes common benefit signs, energy conservation, street cleaning, and installation beautification projects. | <ol style="list-style-type: none">1 Reimburse Supplier for work requested beyond common use infrastructure.2 Comply with Supplier directives, as applicable. |
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CUSTODIAL Custodial Services

Includes janitorial and cleaning services for customer-occupied or customer-used facilities and areas. (Contracted Service- POC: 81CONS)

Supplier Will:

- 1 Provide janitorial services at the level(s) authorized to other like facility operations on base, not to exceed standards set by Air Force or command directives. Actions above allowable standards will require funding by the Receiver.
- 2 Provide janitorial services in Receiver's administrative/operational areas, to include vacuuming the administrative areas.

Receiver Will:

- 1 Provide funding for services above allowable standards.
- 2 Submit a memorandum to Base Civil Engineering to request custodial services. Identify the cleaning services requested with a building floor plan identifying the areas to be cleaned, area measurements, type of floor covering(s), and the frequency required, plus other essential cleaning services.

ENTOMOLOGY Entomology Services

Includes abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable in buildings, equipment, supplies, and on grounds. (POC: 81 CES/CERR, 7-3706)

Supplier Will:

- 1 Comply with all chemical reporting requirements in accordance with AF directives. Maintain required records.
- 2 Use only chemicals and quantities that are approved by DOD, HQ AETC, etc., for use at Keesler. Application will be performed by certified personnel only.
- 3 Provide abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable in buildings, equipment, supplies, and on grounds.

Receiver Will:

- 1 Reimburse the Supplier for entomology services performed by in-house forces. Provide funding for contract services.
- 2 Obtain prior approval from Civil Engineers before commencing any self-help or contract entomology activities. Use approved chemicals only and insure that application is performed by certified personnel. Report all pertinent data such as type of chemical applied, area of application, quantity, etc., to Civil Engineers for inclusion in mandatory records.
- 3 Request support upon detection of infestation.

ENVIR CLEAN Environmental Cleanup

Includes collection, clean-up, transportation, and disposal of hazardous material. (POC: 81 CES/CERR, 7-3706)

Supplier Will:**Receiver Will:**

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| <ol style="list-style-type: none"> 1 Perform routine compliance inspections, accompany regulatory agency inspectors, and perform annual Environmental Compliance Assessment Management Program (ECAMP) inspections of Receiver's environmental management procedures. 2 Provide training to Receiver personnel as follows: <ul style="list-style-type: none"> - Hazardous waste training of designated Hazardous Waste Accumulation Point Managers, required annually. - Waste management, minimization, and recycling training, as required. - Permit Monitor (if required), record-keeping, and reporting of training. 3 Provide environmental management coordination to Receiver via the Environmental Protection Committee (EPC) and Supplier staff agencies chartered to work these areas. | <ol style="list-style-type: none"> 1 Take immediate corrective actions necessary to eliminate any deficiencies noted during Supplier or regulatory agency inspections. <ul style="list-style-type: none"> - Comply with Supplier required corrective action suspenses. - Commit funding and manpower as required to correct regulatory agency findings of violations, discrepancies, or deficiencies in operations and procedures. 2 Maintain training records for all assigned personnel reflecting current training in all required environmental subjects. Monitor and schedule required periodic training. 3 Provide Supplier with a current list of personnel to be trained in hazardous waste management and other environmental required training as indicated in OPLANs and as required by permit conditions. 4 Comply with all federal, state, and local laws as well as Air Force regulations and OPLANs (Hazardous Waste Management Plan, Hazardous Material Incident Response Plan, etc.) pertaining to environmental management, including all permit conditions. |
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ENVIR COMPLY Environmental Compliance

Includes recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous materials -- does not include clean-up and disposal of hazardous materials.

Supplier Will:

- 1 Administer the recycling program for the recovery of any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc.
- 2 Perform an environmental assessment meeting the requirements of the Installation Restoration Program (IRP); Comprehensive Environmental Response, Conservation, and Liability Act (CERCLA); and Resource Conservation Recovery Act (RCRA) at the time the property is returned from the Receiver or it is leased to another Receiver.
- 3 Consult with Receiver as soon as any potential for corrective action is identified and coordinate remedies with Receiver personnel, including contractors.
- 4 Provide initial and periodic awareness training to designated Receiver Spill Response personnel, if required.

Receiver Will:

- 1 Contact the Supplier if any equipment is installed, or any work is performed, which will pollute the air or water.
- 2 Conserve all resources, and to the extent possible, eliminate all hazardous waste and other waste disposal by reprocessing, recycling, and reuse of waste materials.
- 3 Reimburse the Supplier for any IRP, CERCLA, RCRA, or regulatory agency compliance order-type audit at the time of occurrence, if applicable, or when the property is returned to the Supplier, or it is leased to another Receiver. In lieu of reimbursement, the Receiver may elect to perform an equivalent audit and then either certify that no contamination are present, or fund any corrective action requirements as noted in the proceeding paragraph.

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| <p>5 Make available any Environmental Impact Analysis Process (EAIP) documentation support for Supplier construction projects as required by base contracting for inclusion in contract files.</p> <p>6 Provide guidance and training to Receiver on solid waste collection, storage, and disposal procedures required under a Resource Conservation and Recovery Act (RCRA) permit, and on stormwater pollution prevention IAW the Clean Water Act (CWA). Act as exclusive interface for Receiver with federal, state, and local regulatory agencies.</p> <p>7 Provide timely review of Receiver environmental impact analysis documents IAW applicable Air Force Instructions. Approve environmental assessments and forward environmental impact statements to higher headquarters for approval.</p> | <p>4 Purchase all nonstandard or locally supplied chemicals in coordination with Supplier, and participate in any Supplier Hazardous Materials Management Program. Reimburse Supplier for any corrective action costs due to actions on the part of the Receiver.</p> <p>5 Submit all EAIP documentation to the Supplier's EPC IAW Air Force Instructions and receive approval prior to commencing any operational or project action, which could produce environmental consequences on Supplier's premises.</p> <p>6 Initiate and prepare EAIP documentation per applicable Air Force Instructions on all current and future proposed operational changes and projects.</p> <p>7 Provide a representative to sit on the Supplier's Environmental Protection Committee and its subcommittees, as required.</p> |
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FACIL CONSTR Facility Construction and Major Repair

Includes minor construction, alterations, additions, and major repairs required to modernize, replace, expand or restore real property. Also, includes related planning and design. (POC: 81 CES/CERR, 7-3706)

Supplier Will:

- 1 Provide alterations/modifications to assigned Receiver facility(ies), subject to Supplier approval and specific Receiver funding, including repairs occasioned solely by the Receiver's occupancy or use.

Receiver Will:

- 1 Submit additional requirements to the Supplier on proposed alterations or modifications. If approved, provide separate funding for accomplishment, or reimburse through established channels.
 - 2 Coordinate and provide requirements and justification for all work on real property facilities on an AF Form 332, BCE Work Request, prioritize design of Receiver projects, and reimburse as appropriate.
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- 2 Provide engineering studies and design. Plan and prepare cost estimates, performance work statements, specifications and drawings on construction, and design of maintenance or repair to existing or proposed facilities. Prepare projects, including scope, cost, and justification for inclusion in annual military construction or operation and maintenance programs. Interpret plans and specifications and analyze general provisions of contracts. Develop special engineering studies to support more efficient maintenance and operation of facilities and equipment. Investigate and prepare projects for utility plants and systems, pavements, structures, and buildings in support of and under the direction of a professional engineer. Review and approve schedules and control work requirements for maintenance, repair, and minor construction work performed by the Base Civil Engineer (BCE) work force or commercial contractor(s). Review, work requirements, and identify and recommend those suitable for contract accomplishment. Analyze computer systems equipment operation energy requirements.

MAIL POSTAGE Mail Postage Service

Includes postage and fees for official mail and application thereof. (POC: 81 CS/SCP, 7-8870)

Supplier Will:

- 1 Provide mail services including collecting, accepting, sorting, fee application, routing, and delivery of incoming and outgoing official and personal administrative communications on Department of Defense (DoD) installations and in DoD owned/ leased facilities when not provided by the United States Postal Service.
- 2 Maintain the official publications reference library and related services that provide limited reference information for specific purposes.
- 3 Provide office copier management assistance and related services.
- 4 Provide technical assistance, orientation, and training in the publications and forms management functions. Including distribution of applicable publications, forms, technical orders, and base regulations.

Receiver Will:

- 1 Comply with Supplier policies and procedures.
 - 2 Make internal distribution.
 - 3 Comply with supplier's Copier Monitors guide and Office Copier Program Checklist. Reimbursement cost will be based upon the Copier Contract unit price cost (cost per copy).
 - 4 Appoint records manager and a records technician to manage the unit records system. Submit a memorandum authorizing individual to destroy classified and FOUO material. Personnel will schedule time and date with central destruction facility to destroy material. Personnel is responsible for cleaning and removal of all waste material.
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- 5 Provide records management technical assistance and staging area service. Provide central destruction facility for classified and FOR OFFICIAL USE ONLY (FOUO) material.

- 5 Establish account with Publications Distribution Office (PDO) and appoint a Customer Account Representative (CAR). The CAR will maintain account and request forms and publications through the local PDO. Make internal distribution of forms and publications.

REFUSE

Refuse Collection and Disposal

Includes collection and disposal of trash and waste materials. (POC: 81 CES/CERR, 7-3706)

Supplier Will:

- 1 Provide for the collection and disposal of waste materials with the exception of materials that can be recycled.

Receiver Will:

- 1 Reimburse the Supplier based on actual costs or engineering estimates, as applicable.
- 2 Comply with all Supplier waste management and recycling requirements and policies.
- 3 Collect any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc., and transport them to the designated recycling location. Request pickup of bulk loads of recyclable materials as needed, or arrange to transport them to the recycling center if pickup is not available.
- 4 Dispose of waste materials, excluding recyclable materials, in the location designated by the Supplier. Advise the Supplier of any special requirements.

UTILITIES

Utilities

Includes water, sewage, electricity, natural gas, and fuel oil services. Also, includes central generation and distribution of steam, chilled water, and compressed air. (POC: 81 CES/CERR, 7-3706)

Supplier Will:

- 1 Provide water, sewage, electricity, gas, etc., for assigned Receiver facilities, as applicable.

Receiver Will:

- 1 Reimburse the Supplier based on activity rate, meter readings, and/or an acceptable engineering estimate, as applicable.